CITY OF MEMPHIS

ORACLE EMPLOYEE

SELF-SERVICE

TRAINING

Oct 8 – Dec 19, 2012

City Of Memphis

Oracle Self-Service Training

CMEM Employee Self-Service

Presented by CMEM Human Resources Division

Contents

Training Objectives

After completing this training, you should be able to do the following:
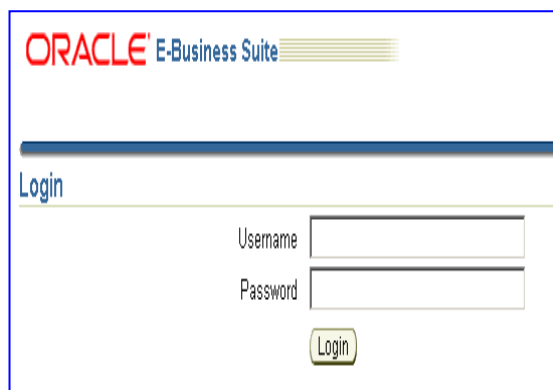
- **Understand how the Human Resources system works**

- **Learn the "Three Laws" for the new system**

- **Recognize what information can be viewed and updated**

- **Perform hands-on activities on the computer**

Benefits of the Human Resources Oracle System:

The new system will allow employees to review and update personal information.

Employees will be able to access **the new system** from any computer in the office.

Managerial employees can approve paperwork online using **the new system**

ORACLE E-Business Suite

Login

Username [   ]

Password [   ]

[Login]

The Three Laws of Oracle Self-Service

1.   **Do not use the "Internet Browser Back Button"**

2.   **Do not enter "Post Office Box Addresses"**

3.   **Managers – If an action is rejected "Enter the Reason"**

Introduction to the CMEM E-Business Suite

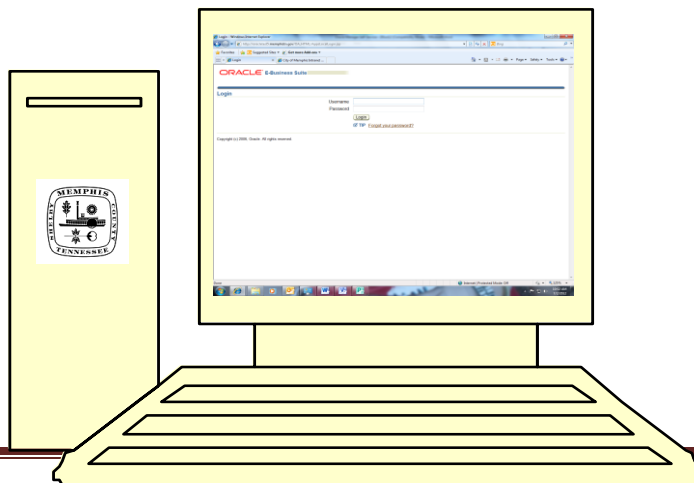## Alternative # 1: Using any CMEM computer connected to the Internet

- Go to **www.memphistn.gov** if applicable

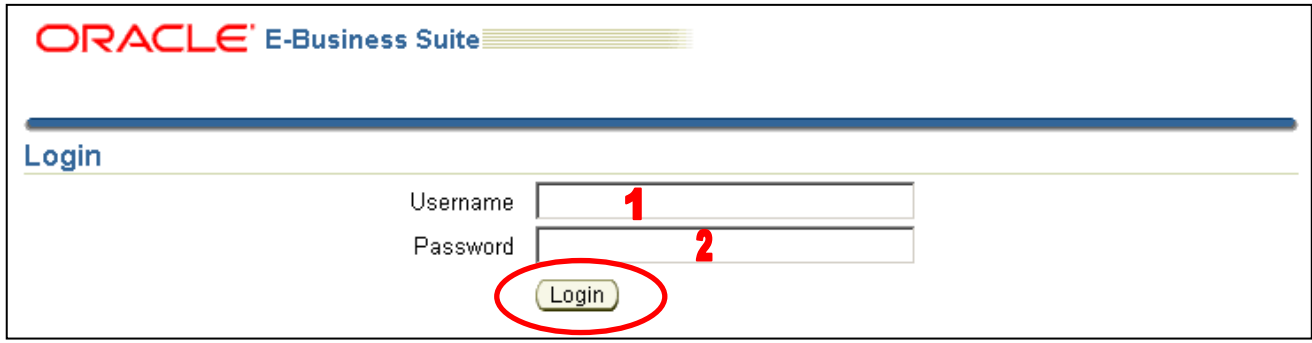- Click on the **Employee Self-Service** link

Alternative # 2: Using the Kiosks located throughout the Division.

- You are already in the Oracle Human Resources Self-Service home page.

How to Login in the System

- From the Login page, enter:

  1. Username

  2. Password

- Click on the Login button.

TRAINING PLAYGROUND

Username: Employee System Username (Jimmy.Brown)

Password: Your Oracle system login

If this is your first time or you forgot your current password, you will need to call the CMEM Service Desk 636-6100 to reset the password. Then you will need to create a new password.

Tips for creating good passwords:

- **It needs to contain special characters such as @#$%^&**

- **It must be at least 8 characters long.**

- **It must not have any common words such as 123, password, your birth date, your login name and any words that can be found in the dictionary.**

- **a variation of capitalization and small letters**
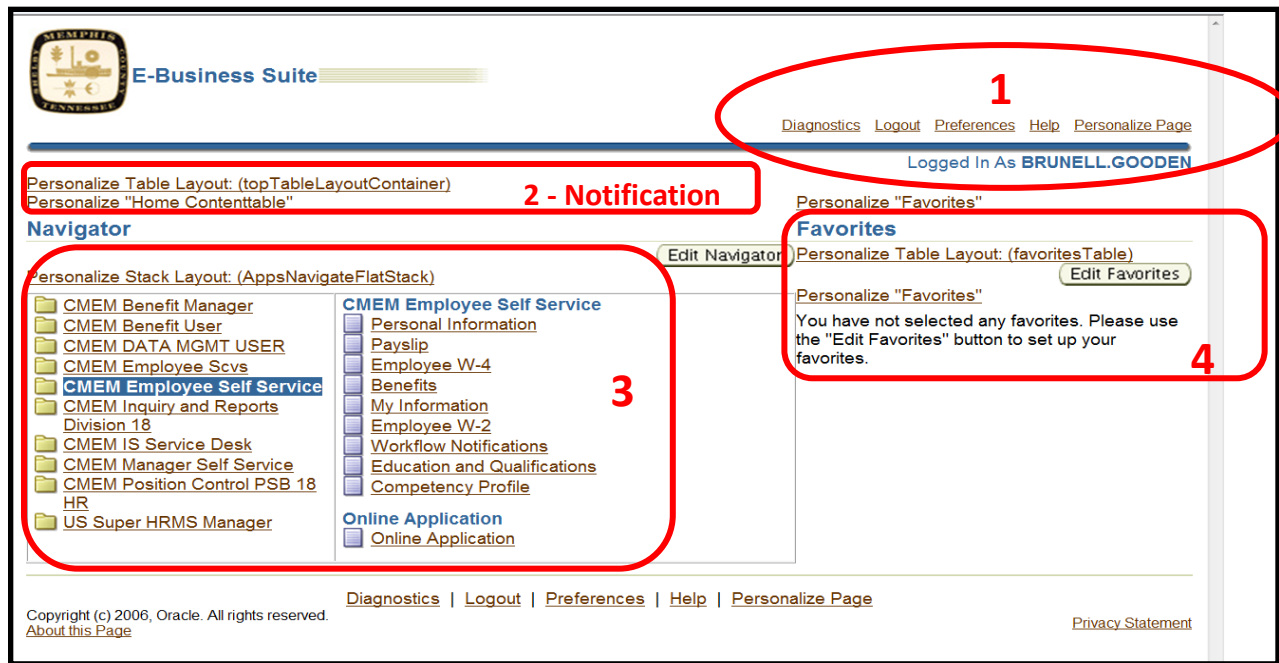
How to Change a Password

1. Enter current Password

2. Enter New Password

3. Re-enter New Password

4. Click on Apply button

If you type the wrong password, you will be prompted to the next screen:

E-Business Suite Home Page

1. **Global Menu Area** – this menu appears on every page.

2. **Notification Area** – Important messages will be displayed here

3. **Navigation Area** – This is where you access the application

4. **Favorites Area** – Here you can create quick links to your favorite web pages and menus.

Law No. 1   Do not use the "internet browser" back button

How to Logout of the System:

1. From any menu, click on <u>Logout</u>
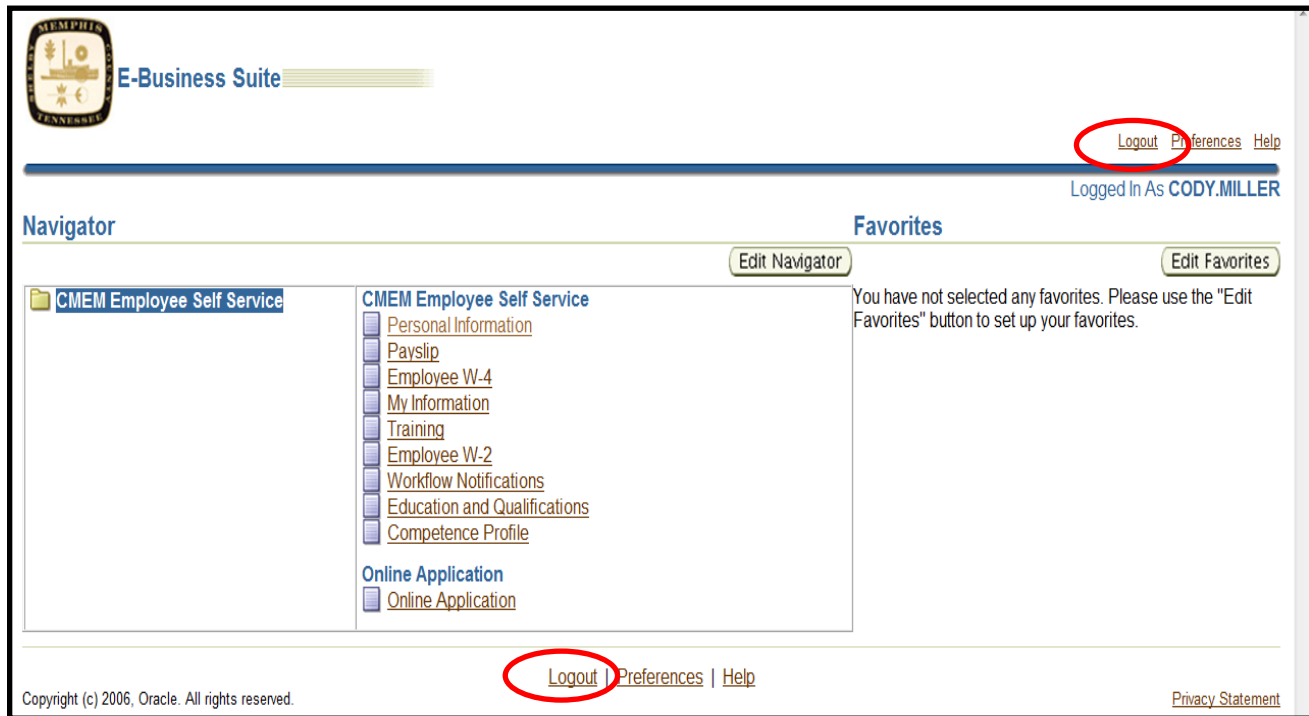
2. You will exit the system and return to the sign on screen.

Introduction to the CMEM E-Business Suite

Summary

1. _____

2. _____

3. _____

4. _____

5. _____

CMEM EMPLOYEE SELF-SERVICE

Home Page

> Click on **CMEM Employee Self-Service** to view all functions
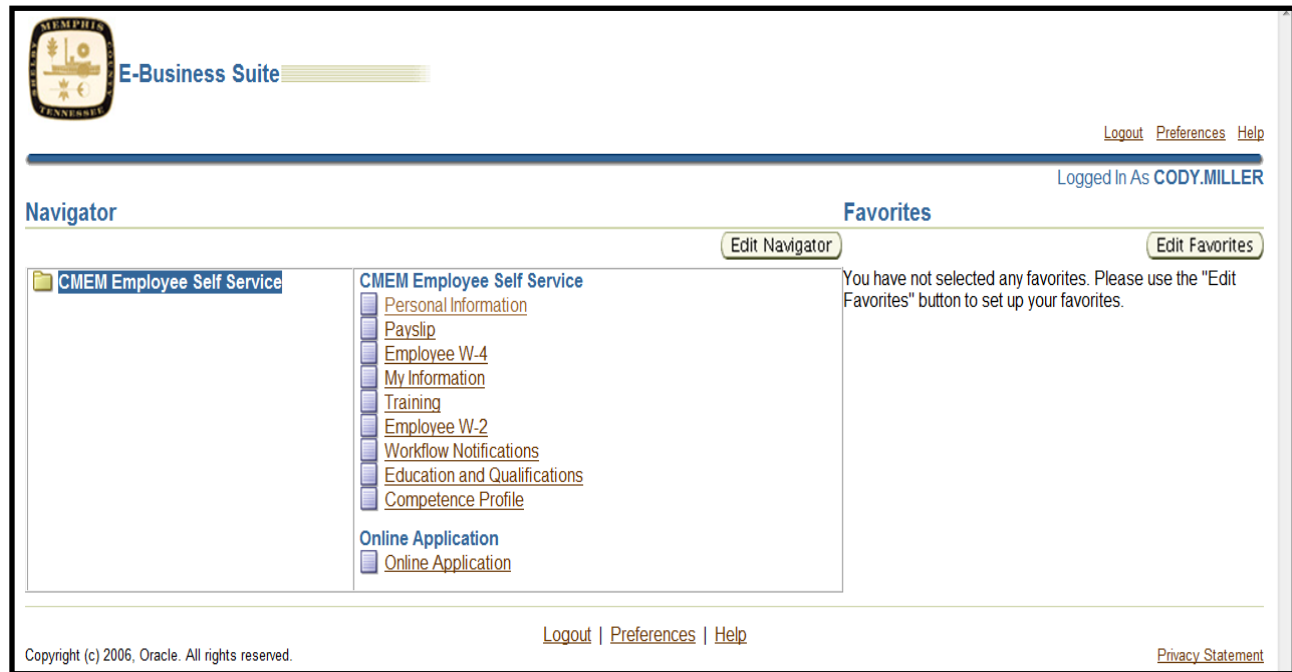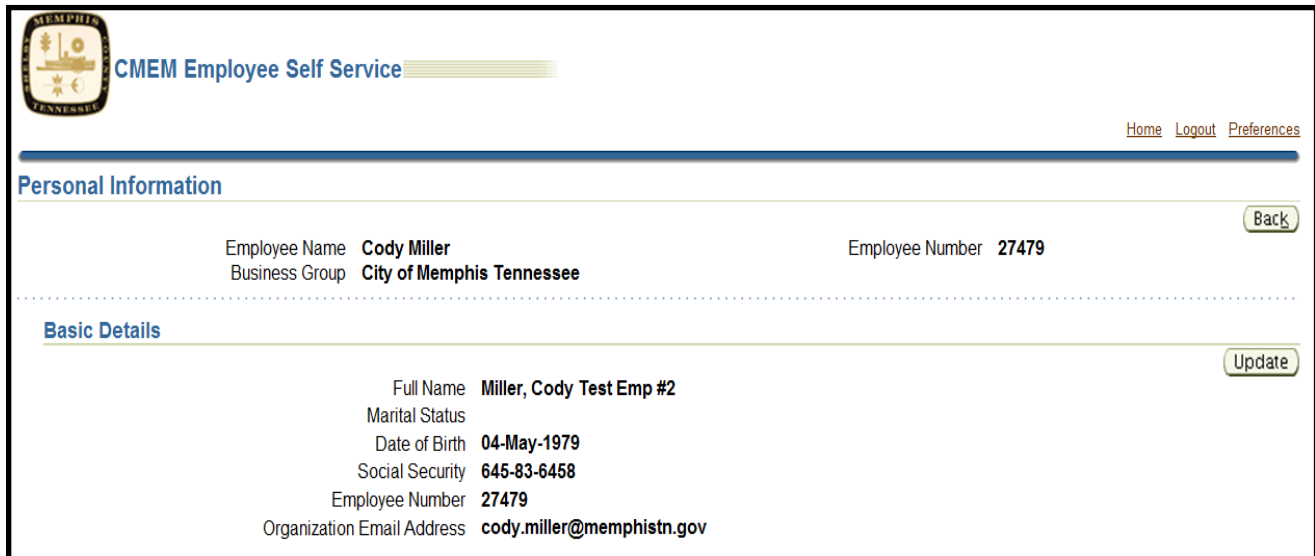
View Only	Ability to Update

➤ Basic Detail (SSN, Date of Birth)
➤ My Infoormation
➤ Benefits (Except during Open Enrollment)
➤ IRS Form W2
➤ CMEM Pay Slip
	➤ Personal Information
	   ❖ Basic Detail – Name
	   ❖ Basic Detail – Marital Status
	   ❖ Basic Detail – Main Address
	   ❖ Basic Detail – Emergency Contact
	   ❖ Basic Detail – Additional Contact
	➤ IRS Form W4
	➤ Competence Profile
	➤ Education and Qualifications

Law No. 2   Do not use Post Office Box addresses

1.1 - View Basic Details

CMEM Employee Self Service

Home Logout Preferences

Personal Information

Back

Employee Name **Cody Miller**	Employee Number **27479**
Business Group **City of Memphis Tennessee**	

Basic Details

Update

Full Name	**Miller, Cody Test Emp #2**
Marital Status	
Date of Birth	**04-May-1979**
Social Security	**645-83-6458**
Employee Number	**27479**
Organization Email Address	**cody.miller@memphistn.gov**

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Verify if your personal information is correct.

   ➢ Full name
   ➢ Marital status
   ➢ Date of birth
   ➢ Social security
   ➢ Employee number
   ➢ Email address

4. Click on **Back** button

1.2 – Add/Update Phone Numbers

☞ **Note: This data is for testing only, No changes will affect your real data in production**

Phone Numbers

<div style="border:1px solid black">

Phone Numbers   [Add]

</div>

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Under the **Phone Numbers** section click **"Add (for new record) & Update (for existing record)"** button.

CMEM Employee Self Service

Home Logout Preferences Help

Phone Numbers: Enter and Maintain

[Cancel] [Save For Later] [Next]

Employee Name **Cody Miller**   Employee Number **27479**
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone ▾	901-123-4567	🗑

[Add Another Row]

☑ **TIP** Please enter phone number in the format: 999-999-9999

[Cancel] [Save For Later] [Next]

Home | Logout | Preferences | Help

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4. Click on **Add Another Row** button

5. Select **Work Cell** type from drop down list of values

6. Enter Number in text box

7. Click on **"Next"** button

Review Page

8. Review your proposed changes

9. Click on **"Submit"** button

Confirmation Page

10. Click on **"Return to Overview"** button to confirm changes.

11. Click on **"Home"** Link to return to Home page.

1.3 – Update Main Address

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Under the **Main Address** section click **"Update"** button.

4. **Note: Correction or Amendment is not permitted**

5. Select the Enter a new address if you have moved Radio Button

6. Click on **"Next"** button

7. Enter new address

8. Click [Tab] on the keyboard or on the flashlight icon ✎ in order to search for your city name from list of values

9. Select the proper city and zip code by clicking the radio button. Then click on the **"Select"** button.

10. Click on **"Next"** button

11. You are prompted to a review page.

12. Review your proposed changes

13. Click on **"Submit"** button

14. Click on **"Return to Overview"** button to view your changes

15. Click on **"Home"** link to return to home page

1.4 – Emergency Contact

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Under the **Emergency Contacts** section click on **"Update or Add"** button if no contact is listed

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
	No results found.						

Back

Home | Logout | Preferences

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4. Click **"Add"** (**Note:** do not select from the list if entering a new contact)

Existing Contacts: Choose

Cancel   Continue

Employee Name **Cody Miller**   Employee Number **27479**
Organization Email Address cody.miller@memphistn.gov   Business Group **City of Memphis Tennessee**

Use this page to select and update an existing contact, or enter a new contact. To enter a new contact, click Continue without selecting an existing contact from the list.

Select	Name	Relationship	Primary Contact
○	Miller, Jack	Foster Child	No
○	Miller, Walk	Legal Custody Child	No

Cancel   Continue

Home | Logout | Preferences | Help

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5. Click **"Continue"**

6. Input required information (indicated by an asterisk **(*)** in the fields

   - First and Last name (middle name optional)
   - Relationship
   - Effective Date

7. Click if this person will be your primary contact

8. Add a phone number

9. Click **"Add Another Row"** if necessary

10. Click **"Next"**

MLGW **MLGW Employee Self Service**

Diagnostics Home Logout Preferences

Emergency Contact: Create

Cancel | Save For Later | Next

Employee Name **Cody Miller**
Business Group **City of Memphis Tennessee**

Employee Number **27479**

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.
* Indicates required field

General Information

Title Mr.
* First Name Willie
Middle Name
* Last Name Miller
Suffix
Prefix
Email Address willie.miller@yahoo.com
* Relationship Parent/Father
* Effective Date 23-Aug-2012
(example: 23-Aug-2012)
☑ Primary Contact ⓘ

Main Address
☑ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home Phone	901-987-1234	🗑

Add Another Row
☑ TIP Please enter phone number in the format: 999-999-9999

Cancel | Save For Later | Next

---

11. Review your changes/updates

Personal Information: Review

Cancel | Printable Page | Save For Later | Back | Submit

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name **Cody Miller**
Business Group **City of Memphis Tennessee**

Employee Number **27479**

Review your changes and, if needed, attach supporting documents.
🔵 Indicates Changed Items.

Maintain Contact

Contact

	Proposed
Relationship Type	Parent/Father
Title	Mr.
First Name	Willie
Last Name	Miller
Email Address	willie.miller@yahoo.com
Primary Contact	Yes
Relationship Began On	23-Aug-2012
Emergency Contact	Yes
Resides With Me	Yes

Phone

	Proposed
Home Phone	901-987-1234

Additional Information

Attachments
To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None Add

Comments to Approver

---

12. Click **"Submit"**

Confirmation

Your changes have been submitted for approval.

Return to Overview

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13. The updated changes will be placed in a **View Pending for Approval** hold status when you return to the Home Page

14. Updated Emergency Contact will be updated with additional selection options **(Update, Remove & Add)**

Main Address

View Pending Approval

Address Line 1	**1393 Third Street**
Address Line 2	
Address Line 3	
City	**Memphis State Univer**
State	**TN**
	Tennessee
Zip Code	**38109**
County	**Shelby**
	Shelby
Type	

Emergency Contacts

Enter or update information about people you want human resources to contact in the event of an emergency. You can designate more than one person as an Emergency Contact, but only one Primary Contact.

Select Emergency Contact: (Update) (Remove) | (Add)

Select	Name	Relationship	Primary Contact	Home Number	Work Number	Mobile	Pager
⦿	Miller, Mr. Willie	Parent/Father	Yes	901-987-1234			

Back

1.5 – Additional Contacts

1. Click on CMEM Employee Self Service

2. Click on Personal Information

3. Under the Select Emergency Contact click the **"Add"** button, and then **"Continue"**

4. Input the new contact information

5. Enter information in the fields
   - First Name
   - Middle Initial
   - Last Name
   - Email Address
   - Relationship
   - Relationship Start Date

   Note: You can enter any number of contacts but only **one (1)** can be your **"Primary Contact"**

6. Uncheck the box "Use my address for this person" if the person has another address

- Enter contact new address information

  *** Remember DO NOT TYPE State, Zip Code and County; this data is auto populated ***

7. Click **"Next"** or **"Save for Later"**

Emergency Contact: Create

(Cancel) (Save For Later) (Next)

Employee Name **Cody Miller**   Employee Number **27479**
Business Group **City of Memphis Tennessee**

Use this page to provide emergency contact information. In the event of an emergency, HR tries to reach your Primary Contact first.
* Indicates required field

General Information

Title	Miss ▾
* First Name	Jackie
Middle Name	
* Last Name	Joyner
Suffix	ⓘ
Prefix	ⓘ
Email Address	JJ@track&field.com
* Relationship	Sister ▾
* Effective Date	23-Aug-2012 📅
	(example: 23-Aug-2012)
	☐ Primary Contact ⓘ

Main Address

☑ Use my address for this person.

Phone Numbers

Type	Number	Delete
Home Phone ▾	901-737-9878	🗑

(Add Another Row)
✔ TIP Please enter phone number in the format: 999-999-9999

(Cancel) (Save For Later) (Next)

---

8. Review your changes/updates on the review page

9. Click **"Submit"**

📖 **Confirmation**

Your changes have been submitted for approval.

(Return to Overview)

Home | Logout | Preferences | Help

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10. Click **"Return to Overview"** to return to Home Page

ESS2 – *My Information*

2.1 – View My Information

1. Click on **CMEM Employee Self Service**

2. Click on **My Information**

3. Click on **"Salary Tab"**

4. Click **"Home"** to return to home page

ESS3 – Benefits

3.1 – View Benefits Enrollment

1. Click on **CMEM Employee Self Service**

2. Click on **Benefits Enrollment**

   <mark>Note: CMEM Benefits update features are not permitted outside of the Open Enrollment period</mark>

3.2 – View Current Benefits

1. Click on View Current Benefits tab or button

   Verify your **Current Benefits** - **Covered Dependents** - **Beneficiaries**

View Covered Dependents

Covered Dependents

Plan	Option	Coverage Start Date	Dependent	Relationship	Social Security Number
Medical - City of Memphis Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Dental - Dental Premier Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Vision - Vision Pre-Tax	Family	01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009
Life Insurance (For Your Spouse and Dependents) - Life Dep		01-Oct-2012	Jill Miller	Child	345-67-8987
		01-Oct-2012	Jim Miller	Child	906-89-7567
		01-Oct-2012	Jack Miller	Foster Child	234-45-6789
		01-Oct-2012	Walk Miller	Legal Custody Child	901-10-1009

View Beneficiaries

Beneficiaries

Plan	Option	Beneficiary	Relationship	Social Security Number	Primary %	Contingent %
Life Insurance (For You) - Life Employee Contr Pre-Tax		Walk Miller	Legal Custody Child	901-10-1009	100	0
Life Insurance (For Your Spouse and Dependents) - Life Dep		Cody Miller	Self	645-83-6458	100	0
Death Benefits Free (For You) - Death Benefit		Jack Miller	Foster Child	234-45-6789	100	0
Beneficiary Only - Final Pay Beneficiary		Employee's Own Trust	Third Party		100	0

Benefits Enrollment | Current Benefits | Home | Logout | Preferences | Help

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2. Click on the **"Home"** button when completed viewing

ESS4 – Employee Tax Form W2

Note: CMEM Form W-2 and Tax Statement features are not permitted. Forms will be mailed.

CMEM Employee Self Service

Home Logout Preferences Help

Form W-2 Wage and Tax Statement: 2007 W2 Wage & Tax Statements will be dispatched via U.S. Postal Service.

Employee Name	**Cody Miller**	Employee Number	**27479**
Organization Email Address	cody.miller@memphistn.gov	Business Group	**City of Memphis Tennessee**

Home | Logout | Preferences | Help

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ESS5 – Employee Tax Form W4
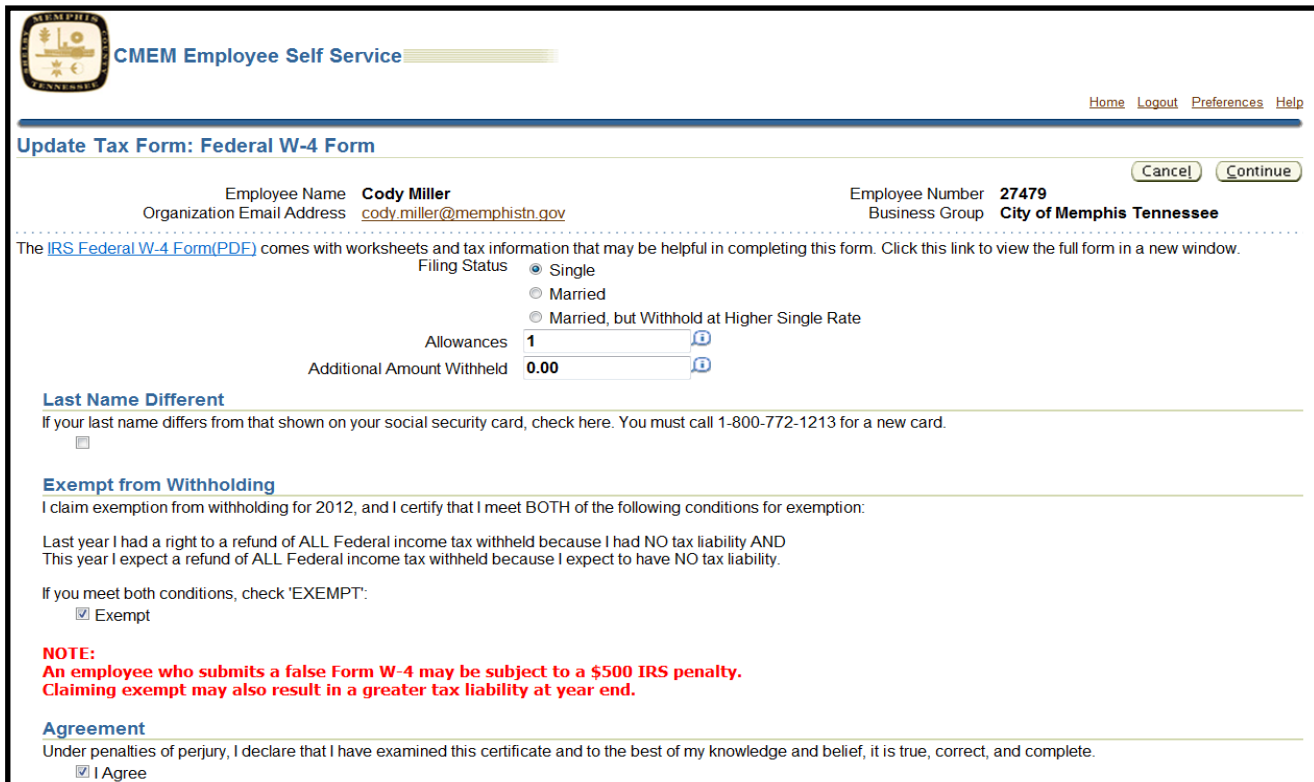
5.1 – Update

1. Click on CMEM Employee Self Service responsibility

2. Click on Employee W-4

3. Verify the data on this Federal form before making changes

4. Click on Update button to make changes

5. To change your **Filing Status**, click on the appropriate radio button

6. To change the number of **Allowances**, enter an appropriate number

7. To have an **Additional Amount With-held**, enter an appropriate amount

8. You must select the **"I Agree"** checkbox.

9. Click **"Continue"**

10. Review the changes

11. Click **"Submit"**

12. Click on **Return to Overview** to view changes

5.2 – Exempt Status

1. Click on CMEM Employee Self Service responsibility

2. Click on Tax Form

3. Click on Update button to make changes

4. To change your status to exempt select the **"Exempt"** check box

5. You must select the **"I Agree"** checkbox.

6. Click **"Continue"**

7. Review the changes

- **Note:** CMEM Finance Division will accept W-4 without signature if submitted within Oracle HRSS

Employee W-4: Review

Cancel | Printable Page | Back | Submit

Employee Name **Cody Miller**
Organization Email Address cody.miller@memphistn.gov

Employee Number **27479**
Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.
○ Indicates Changed Items.

Tax Information

Print | Save | 1 / 1 | 122% | Find

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

OMB No. 1545-0010

2012

1 Type or print your first name and middle initial **Cody, T** | Last name **Miller** | 2 Your social security number **645-83-6458**

Home address (number and street or rural route)
1393 Third Street

3 ☒ Single ☐ Married ☐ Married, but withhold at higher Single rate.
Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

City or town, state, and ZIP code
Memphis State Univer, TN, 38109

4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a new card. ☐

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) | **5** **0**

6 Additional amount, if any, you want withheld from each paycheck . . . . | **6** **$0**

7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption.
- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, write "Exempt" here . . . . | **7** **Exempt**

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature
(Form is not valid

6.1 – View Payslip

1. Click on CMEM Employee Self Service responsibility

2. Click on **Payslip**

3. Scroll down and view details(**Note: Ms. Miller has not been hired long enough to have received her first paycheck**)

4. Click on **"Home"** link to return to home page

CMEM Employee Self Service

Home Logout Preferences Help

Payslip

Employee Name	**Cody Miller**	Employee Number	**27479**
Organization Email Address	cody.miller@memphistn.gov	Business Group	**City of Memphis Tennessee**

Printer Friendly (PDF Format)
The latest pay slip will be available for printing 1 day before pay day.

There are no Payslips for the pay period you can view. Please contact the System Administrator or Payroll Manager.

Home | Logout | Preferences | Help

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Position	00921.EB934.Mgr Electric Oper.0520100	Collective Agreement	
Payroll	**Biweekly Payroll**	Contract	
Employee Address	**123 Any Street**	Grade	**M.235**
	# 105	Employer Address	**2425 Covington Pike**
	Germantown		**Memphis**
	TN		**TN**
	38138-1234		**38128-6935**

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	14-Jul-2006	18-Jun-2006	01-Jul-2006	52.00	108160.00

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD	4160.00	332.80	1116.38	0.00	2710.82
Current	4160.00	332.80	1116.38	0.00	2710.82

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Pay	80.00	4160.00	80.00	4160.00

Rate Details

Pre-Tax Deductions

Description	Current	YTD
Pension	332.80	332.80

Taxes

Description	Current	YTD
Medicare	60.32	60.32
Federal Tax	798.14	798.14
Social Security	257.92	257.92

After-Tax Deductions

Description	Current	YTD
No data exists.		

Accruals

Description	Current	Balance
Sick	0.00	160.00
Birthday	0.00	8.00
Vacation	0.00	80.00
Bonus Day	0.00	16.00

Tax Withholding Information

Type	Marital Status	Exemptions	Additional Amount	Override Amount	Override Percentage
Federal	Single	1	0.00	0.00	0
Tennessee	No State Withholding Tax	0	0.00	0.00	0

Net Pay Distribution

Check/Deposit Number	Bank Name	Account Type	Account Number	Amount
603441	Any Bank	C	XXXXXXXX0235	1210.82
603441	Any Bank	S	XX3456	1500.00

Diagnostics | Home | Logout | Preferences

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ESS7 – Worklist Notifications

7.1 – View Notifications

Phone Numbers [Update]

Home Phone **901-123-4567**
Work **901-636-6416**

1. Click on **CMEM Employee Self Service**

2. Click on **Personal Information**

3. Under the **Phone Numbers** section click **"Update"** button.

CMEM Employee Self Service

Home | Logout | Preferences | Help

Phone Numbers: Enter and Maintain

[Cancel] [Save For Later] [Next]

Employee Name **Cody Miller**   Employee Number **27479**
Business Group **City of Memphis Tennessee**

Type	Number	Delete
Home Phone	901-123-4567	🗑
Work	901-636-6416	🗑
Work Fax	901-636-6482	🗑
Mobile	901-636-6789	🗑
Work Pager	901-123-9876	🗑

[Add Another Row]

✓ **TIP** Please enter phone number in the format: 999-999-9999

[Cancel] [Save For Later] [Next]

Home | Logout | Preferences | Help

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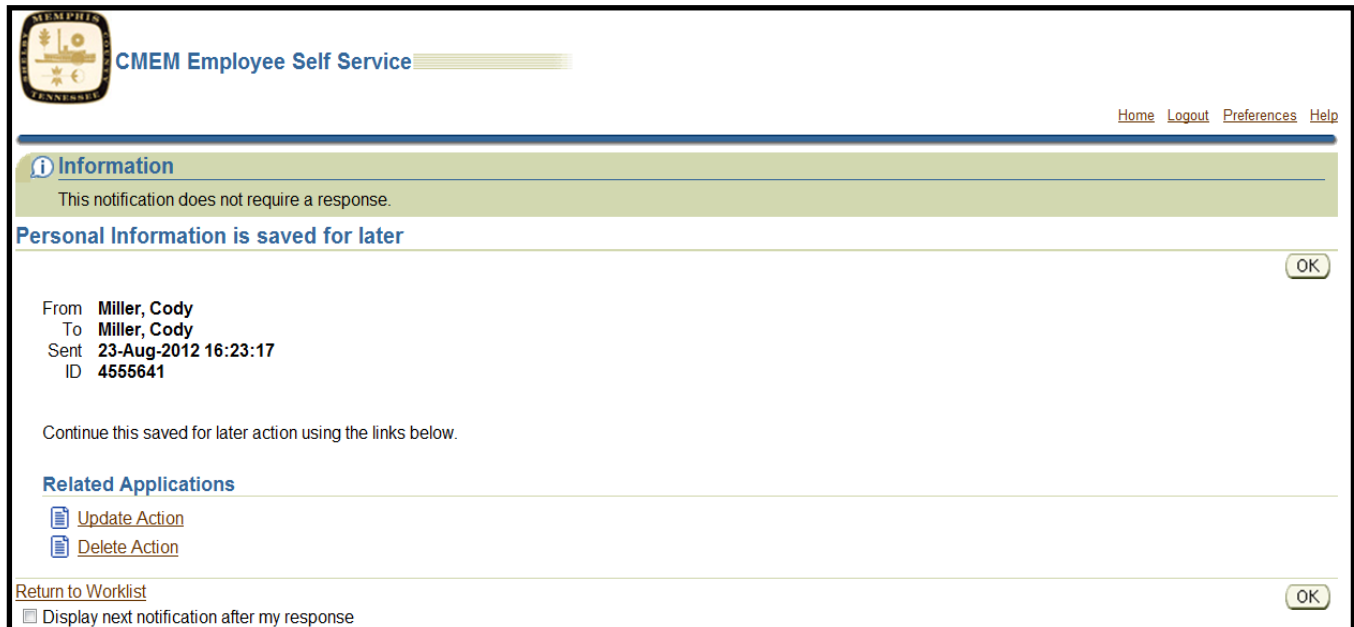
4. Click on **"Add Another Row"** button

5. Select a phone type from drop down list of values

6. Enter Number in text box

7. Click on **"Save for Later"** button.

8. Click on **"OK"** button

Confirmation
Your changes have been saved for later.

[OK]

9. Under work list Click on a Subject

10. View notification

11. Click **"OK"**

7.2 – View/Apply Worklist Notification Actions

Use this procedure to complete Employee Self Service activities that have been started, but remain unfinished.

Many of the windows accessed through *Employee Self-Service* display a **"SAVE FOR LATER"** button. Use the button to freeze and store an in-process activity, and return to complete it later. In this example, adding a phone number was halted in mid-process, and the entry is now being resumed.
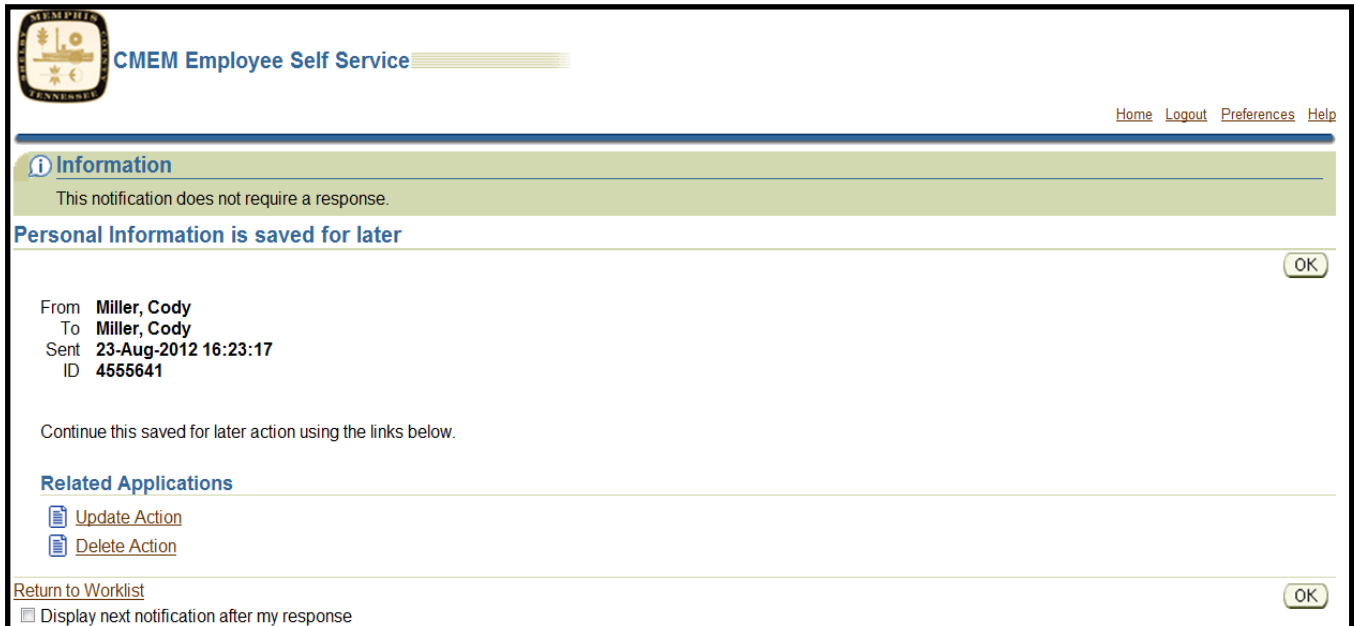
1. Click on **CMEM Employee Self Service**

2. Click on **View Workflow Notifications**

3. If more than one activity is listed as Actions Saved for Later, select the radio button to the left of your choice, and click the open button

4. Click on **"Update Action"** link

5. Review your proposed changes

6. Clink the **"Next"** button

7. Review your proposed changes

8. Click on **"Submit"** button

9. After submitting your changes you will received a confirmation notice **that your changes has been applied**

CMEM Employee Self Service

Home Logout Preferences Help

Personal Information: Review

Cancel Printable Page Save For Later Back Submit

BY SUBMITTING THIS INFORMATION, YOU ACKNOWLEDGE THAT YOU ARE AWARE OF ANY AND ALL CITY PERSONNEL POLICIES PERTAINING TO INFORMATION ON THIS FORM AND INFORMATION YOU HAVE PROVIDED IS FACTUAL AND COMPLIANT WITH SAID CITY POLICIES.

Employee Name **Cody Miller**   Employee Number **27479**
Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.
◉ Indicates Changed Items.

Phone Numbers

	Current	Proposed
Home Phone	901-123-4567	901-123-4567
Work	901-636-6416	901-636-6416
Pager		901-636-3456 ◉
Mobile		901-123-4567 ◉
Work Fax		901-7896543 ◉

Additional Information

Attachments
To help approvers understand the request, you can attach supporting documents, images, or links to this action.
None Add

Cancel Printable Page Save For Later Back Submit

10. Click on **"Return to Overview"** button to confirm changes.

11. Click on **"Home"** Link to return to Home Page

CMEM Employee Self Service

Home Logout Preferences Help

📖 **Confirmation**

Your changes have been applied.

Return to Overview

ESS8 – Competence Profile

8.1 – View/Update Employee's Competence Profile

1. Click on **CMEM Employee Self Service**

2. Click on **Competence Profile**

3. View Your Competence Profile

4. Click on **"Add Competencies or New Levels Attained"**

8.2 – Adding Competencies

1. After selecting the **Add Competencies** button

2. The next screen will be prompt you for the following methods of input:

    a. Add Default Competencies Profile (has to be set-up at various levels, i.e., Divison, Service Center or Position)
    b. Search tab for Competencies
    c. Activate the search icon (flashlight)

3. Each competencies profile should have the following entries:

    a. Name of Competencies
    b. Level (if applicable)
    c. Status (auto-populate)
    d. Start date

4. When completed adding all competencies click the **Apply** button

---

5. Review and submit updates

6. <mark>Note: Changes are located in the Current Session Changes</mark>

8.3 – New Levels Attained

1. After selecting the **"Competency Profile"** button

---

2. Notice there is a **"New Level Attained"** tab; click on the new tab

3. Activate new level for previously established Competence(ies) – select flashlight icon to select new level

4. Input new desired level by selecting radio button

> **Note:** Percent (%) sign is a wildcard which allow you to view categories of available selections

5. Upon completion (change level from 10 to 20)

6. Enter New Start Date which cannot be beyond current system date

7. Click **"Apply"**

8. The updates have been added to the **Current Session Changes**

9. Upon verification - Click **"Review & Submit"**

10. If satisfied with current updates click **"Submit"**

11. Confirmation of change(s) has been submitted to supervisor for approval

12. To view additional competencies click the directional arrow to view next five (5) records

13. Repeat steps 3 thru 10 above until all desired competencies are updated

14. Click the **Apply** button when completed selecting desired competencies

---

Add Competencies	**New Levels Attained**			Previous 1-10	Next 10
Name	**Level**	**Status**	**Start Date**	**End Date**	**Correct**
Accounting Experience ⓘ	10-10 years	Achieved	25-Jul-2007		✏
Backup & Recovery ⓘ	3-3 years	Achieved	12-Oct-2006		✏
Business Requirements Definition ⓘ	-	Achieved	12-Oct-2006		✏
Decision Making ⓘ	-	Achieved	12-Oct-2006		✏
Employee Relations ⓘ	-	Achieved	12-Oct-2006		✏
HR Experience ⓘ	-	Achieved	12-Oct-2006		✏
Interviewing ⓘ	-	Achieved	12-Oct-2006		✏
Management Skills ⓘ	-	Achieved	12-Oct-2006		✏
Microsoft Access ⓘ	15-15 years	Achieved	12-Oct-2006		✏
Microsoft Excel ⓘ	15-15 years	Achieved	16-Nov-2011		✏

Add Competencies	**New Levels Attained**	Previous 1-10	Next 10

Current Session Changes

Personalize "Current Session Changes"
Personalize "Current Session Changes"

Name	**Current Level**	**Proposed Level**	**Status**	**Current Start Date**	**Proposed Start Date**	**Proposed End Date**	**Correct**	**Delete**
Accounting Systems Experience ⓘ	5-5 years	6-6 years	Achieved	25-Jul-2007	10-Jul-2012		✏	🗑

Competencies Pending Approval

Personalize "Competencies Pending Approval"
Personalize "Competencies Pending Approval"

Name	**Current Level**	**Proposed Level**	**Status**	**Current Start Date**	**Proposed Start Date**	**Proposed End Date**
Oracle Self Service ⓘ		5-5 years	Achieved		29-Jun-2012	

Cancel	**Save For Later**	**Competency Profile History**	**Review & Submit**

Diagnostics | Home | Logout | Preferences | Personalize Page

Privacy Statement

9.1 – View Education and Qualifications

1. Click on **CMEM Employee Self Service**

2. Click on **Education and Qualifications**

3. View educational background

9.2 – Add Education and Qualifications

1. Click on the **Add Qualification** button

2. Enter the required data in the applicable field(s)

    a. Qualification

    b. School

    c. Qualification Information

    d. Subjects

    e. Training Information

    f. Comment

3. Click **"Next"**

Add Qualification

			Cancel	Save For Later	Next

Employee Name **Cody Miller**
Organization Email Address cody.miller@memphistn.gov

Employee Number **27479**
Business Group **City of Memphis Tennessee**

Use this page to enter details for an additional qualification. Select the type of qualification you want to enter from the list, then enter details below. You must also enter details for the school attended to study for the qualification. You can optionally enter subject details and other details for this qualification.

* Indicates required field

Qualification

* Type	Industrial Sweeper	✎
Title	Master Sweeper	
Study Start Date	11-Jul-2011	📅
	(example: 21-Aug-2012)	
Actual Completion Date	01-Aug-2012	📅
Status	▾	
Grade	3	

School

Click on the List of Values button next to the School field to find a list of schools. If you can't find the school from the list, enter the name directly into the School field.

* School	Sweeper College Park	✎
Attendance Start Date	01-Jul-2011	📅
Attendance End Date	01-Aug-2012	📅
	☑ Full-Time	

Qualification Information

Awarding/Examining Body	Sweeper Master
Award On	03-Aug-2012 📅
Group Ranking	

4. Review the Education and Qualifications page, and click **"Submit"** when completed

5. Note: Alert to attach required supporting documents

Education and Qualifications: Review

			Cancel	Printable Page	Save For Later	Back	Submit

Employee Name **Cody Miller**
Organization Email Address cody.miller@memphistn.gov

Employee Number **27479**
Business Group **City of Memphis Tennessee**

Review your changes and, if needed, attach supporting documents.
◉ Indicates Changed Items.

Qualification

	Proposed
Type	Industrial Sweeper
Title	Master Sweeper
Study Start Date	11-Jul-2011
Actual Completion Date	01-Aug-2012
Grade	3

School

	Proposed
School	Sweeper College Park
Attendance Start Date	01-Jul-2011
Attendance End Date	01-Aug-2012
Full-Time	Yes

Award Information

	Proposed
Awarding/Examining Body	Sweeper Master
Award On	03-Aug-2012

6. Confirmation of changes are pending for approval

7. Click the Home button to return to the functionality page

📑 Confirmation

Your changes have been submitted for approval.

	Home

CMEM Employee Self-Service

Summary

1. _____

2. _____

3. _____

4. _____

5. _____

EXER1 – Employee HRSS Training Exercise

1.1 - Employees' Personal Information

    a.   Update Employee Marital Status

    b.   Update Home Phone Number, and add a Mobile, Fax and Work Numbers

    c.   Update Main Address

    d.   Add Emergency Contact

    e.   View Payslip, and update W-4 to "exempt status"

1.2 - Competencies and Education Qualifications

    a.   Add two (2) Employees' Competencies – Basic PC Skills & job related skillset

    b.   Add Qualification – Bachelor or Master Degree, which every apply

Exercise Notes: